



# Attendance Policy

## Roe Green Infant School

<b>Approved by:</b>	<b>Date:</b>
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## 1. Aims

At Roe Green Infant School, we welcome, value and share the cultures, religions, traditions and languages of all.

As a school, we teach and expect everyone to be responsible, independent and show respect and pride in themselves, the school and the community.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- › Promoting good attendance
- › Reducing absence, including persistent and severe absence
- › Ensuring every pupil has access to the full-time education to which they are entitled
- › Acting early to address patterns of absence
- › Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- › Part 6 of [The Education Act 1996](#)
- › Part 3 of [The Education Act 2002](#)
- › Part 7 of [The Education and Inspections Act 2006](#)
- › [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- › [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- › [School census guidance](#)
- › [Keeping Children Safe in Education](#)

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for:

- › Promoting the importance of school attendance across the school's policies and ethos
- › Making sure school leaders fulfil expectations and statutory duties
- › Regularly reviewing and challenging attendance data
- › Monitoring attendance figures for the whole school
- › Making sure staff receive adequate training on attendance
- › Holding the headteacher to account for the implementation of this policy

### 3.2 The headteacher

The headteacher is responsible for:

- › Implementation of this policy at the school
- › Monitoring school-level absence data and reporting it to governors
- › Supporting staff with monitoring the attendance of individual pupils
- › Monitoring the impact of any implemented attendance strategies
- › Issuing fixed-penalty notices, where necessary

### 3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Devising specific strategies to address areas of poor attendance identified through data
- › Building relationships with parents/carers to discuss and tackle attendance issues
- › Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is the Deputy Head Teacher, Andrew Miller, and can be contacted via the school telephone number 020 8204 3531.

### 3.4 The attendance officer

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher
- › Working with education welfare officers to tackle persistent absence
- › Deciding when to issue fixed-penalty notices

The attendance officer is Andrew Miller and can be contacted via the school telephone number 020 8204 3531.

### 3.5 Class Teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information, via SIMS, to the school office by 9:15am and 1:30pm daily.

### 3.6 School administration staff

School administration staff will:

- Take calls/messages from parents/carers regarding absence on a day-to-day basis and log these onto SIMS (school's electronic registration system). After registration, checks are made to ensure that all children are accounted for. 'First-day absence' telephone calls are made to parents of children who are not in school to ensure that children are safe; this forms part of our safeguarding procedures
- Transfer calls from parents/carers to the attendance officer in order to provide them with more detailed support on attendance

### 3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:50am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with at least two emergency contact numbers and email addresses for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### 3.8 Pupils

Pupils are expected to:

- Attend school every day on time

## 4. Recording attendance

At Roe Green Infant School, we expect pupils to have 96% and above attendance. Parents and carers of pupils attending our school have a responsibility to make sure their children reach or exceed 96% attendance. Through data analysis we can see which pupils fall below this threshold and take action. Parents may be invited to school to meet with the attendance officer and/or the headteacher. When we have exhausted our attempts to improve a pupil's attendance, we will make a referral to our link Education Welfare Officer (EWO).

### 4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry

- › The reason for the amendment
- › The date on which the amendment was made
- › The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- › Whether the absence is authorised or not
- › The nature of the activity if a pupil is attending an approved educational activity
- › The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils in Reception and KS1 must arrive in school by 8:50am on each school day. Pupils in Morning Nursery must arrive in school by 8:30am, pupils in Full Time Nursery by 9:00am and pupils in Afternoon Nursery by 12:30pm.

The register for the first session will be taken at 9:00am in Full Time Nursery, Reception and KS1 and will be kept open until 9:15am. The register for the second session will be taken at 12:20pm in Reception, 12:30pm in Full Time Nursery, 1:00pm in Year 1 and 1:20pm in Year 2 and will be kept open until 1:30pm.

The register for Morning Nursery will be taken at 8:30am and will be kept open until 9:15am.

The register for Afternoon Nursery will be taken at 12:30pm and will be kept open until 1:30pm.

## 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:50am or as soon as practically possible by calling or emailing the school administration staff on 020 8204 3531 or [admin@rgreeninf.brent.sch.uk](mailto:admin@rgreeninf.brent.sch.uk) (see also section 7).

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

## 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

For any requests for term time leave, parents and carers must complete a Term Time Leave of Absence Approval Form, which are available from the school office.

## 4.4 Lateness and punctuality

Poor punctuality is not acceptable. Late arrival into school is disruptive for your child, and class members. It can be embarrassing for a child and can encourage absence.

A pupil who arrives late:

- › Before the register has closed will be marked as late, using the appropriate code

- › After the register has closed will be marked as absent, using the appropriate code

Pupils arriving late should be brought to the school office, where they will be signed into the Late Arrival book and recorded as present in the building (supporting Health & Safety in school).

The school administration staff are responsible for transferring all information onto the electronic class register.

#### **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- › Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- › Identify whether the absence is approved or not
- › Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- › Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- › Invite parents to a meeting to discuss the situation with the school Attendance Officer
- › If unauthorised absence continues, parents will be invited to a pre-referral meeting with the Brent Council's Education Welfare Officer
- › Refer the matter to Brent Council's Education Welfare Officer if attendance falls below 85% and 10% of absence is unauthorised
- › Refer the absence of any pupil to the Education Welfare Officer, if the school has not had contact with the parent/carer for 3 days of absence

The Education Welfare Service may take no action, issue a Formal Warning, issue an Education Penalty Notice or prosecute parents.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Where poor attendance causes a safeguarding concern for a pupil, parents are expected to meet with the Attendance Officer to discuss the issues or barriers to poor attendance and to see ways of overcoming them.

If parents are having difficulty with encouraging their child to attend school regularly and on time, the school encourages the parent to report this so that the school can help parents to make the necessary improvement.

#### **4.6 Reporting to parents/carers**

The school will regularly inform parents/carers about their child's attendance and absence levels through:

- › Calls to the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- › Regular signposting by targeted letters e.g. reminder of school attendance expectations at the end of school year/start of the new school year, individual letters for pupils where attendance and/or punctuality has become a concern
- › Monthly attendance reports to parents stating their child's class cumulative attendance
- › Home/School Agreement

- › Newsletters and regular signposting. Punctuality is also stressed as lateness impacts learning not only for the individual but the class as well
- › Parent/Class Teacher meetings

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher and/or attendance officer will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and in accordance with any leave of absence request form, accessible via the school office. The attendance officer may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- › Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- › Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart

Leave during term time is strongly discouraged due to the inevitable disruption caused to learning. The Head teacher and/or attendance officer may not grant any leave of absence during term time unless there are exceptional circumstances. There is no automatic entitlement in law to time off in school time.

Unauthorised absence is defined as when the school has not agreed with the reason given as to why a child is not at school.

### 5.2 Legal sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- › The number of unauthorised absences occurring within a rolling academic year
- › One-off instances of irregular attendance, such as holidays taken in term time without permission
- › Parentally-condoned absences
- › Excessive holidays in term time
- › Excessive delayed return from extended holidays
- › Short absences either side of a holiday

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## 6. Strategies for promoting attendance

The prime benefit derived from regular attendance is that continuity and progression in learning are ensured.

To support and celebrate good attendance we:

- › Award Paddington Bear to the class with the best weekly attendance
- › Monthly 'Star Chart' display
- › Annual attendance certificates for those with 100% attendance

## **7. Attendance monitoring**

### **7.1 Monitoring attendance**

The school will:

- › Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level
- › Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### **7.2 Analysing attendance**

The school will:

- › Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- › Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **7.3 Using data to improve attendance**

The school will:

- › Provide regular attendance reports to class teachers, parents and other school leaders, to facilitate discussions with pupils and families
- › Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **7.4 Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- › Use attendance data to find patterns and trends of persistent and severe absence
- › Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- › Provide access to wider support services to remove the barriers to attendance

## **8. Monitoring arrangements**



This policy will be reviewed annually and/or as guidance from the local authority or DfE is updated. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

### Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 1: Term Time Leave of Absence approval form

LONDON BOROUGH OF BRENT

Roe Green Infant School

Term Time Leave of Absence  
Approval Form

Please complete one form per child

Child's Name: ..... Class: ..... Date of Birth: .....

**Siblings attending Roe Green Strathcona/Nursery/Infants or Junior School:**

Sibling's Name: ..... Class: ..... Date of Birth: .....

Sibling's Name: ..... Class: ..... Date of Birth: .....

**Address:** .....

**Reason for Absence\*:** (\*Evidence may be required)

**From:** ..... **To:** ..... **Total no. of school days:** .....

**Policy on Leave of Absence (September 2013)**

Parents/Guardians are strongly discouraged from taking their children out of school for long periods of time. Family holidays or trips abroad **must** be taken in the school holidays. The Headteacher can only authorise absence, in exceptional circumstances. In such cases, parents/guardians should submit a 'Term Time Leave of Absence Form' in advance and only make bookings if leave is granted. Whether to grant leave is at the discretion of the Headteacher. There is no right for a parent/guardian to appeal a decision.

Please be aware that if you take your child out of school and the leave is not authorised a referral will be made to Brent Education Welfare Service. This may result in you receiving a Formal Warning or an Education Penalty Notice. Education Penalty Notices are issued to **both** parents/guardians for **each** child taken out of school. Fines are £60 if paid within 21 days and £120 if paid within 28 days. Failure to pay the fine may result in parents/guardians being prosecuted in court for their child's unauthorised absence.

**Name of Parent(s) / Guardian(s):** .....

**Telephone:** ..... (home) ..... (mobile)

..... (work) ..... (other)

**Email:** ..... (please supply an email address)

I agree to abide by Roe Green Infant School's Leave of Absence policy.

**Signature of Parent(s) / Guardian(s):** ..... **Date:** .....

**Permission has/has not been granted for Leave of Absence**

from ..... to ..... Total no. of school days authorised .....

School year ..... Attendance rate..... previous leave taken.....

Additional Comments .....

Signature of Headteacher ..... Date .....